

EXPLANATIONS OF ARTICLES

ARTICLE 1 - AUTHORIZATION TO HEAR THE REPORTS OF OFFICERS AND COMMITTEES OF THE TOWN

To see if the Town will vote to hear the reports of the officers and standing committees of the Town; or take any other action relative thereto.

EXPLANATION OF ARTICLE: *This Article allows various boards and committees to make brief reports to the town meeting body.*

ARTICLE 2 - AUTHORIZATION TO PAY BILLS FROM PREVIOUS FISCAL YEARS

To see if the Town will vote to appropriate a sum of money to pay bills being held by the Town Accountant from prior fiscal years for which no encumbered funds are available; or take any other action relative thereto.

<u>Sewer Enterprise</u>		
Payee	Description	Amount Required
Ricoh USA	FY22 Copier Charges Inv#5064972622	\$140.53
Weston & Sampson CMR, Inc.	FY22 Sewer Services Inv#7221830	\$21,010.24
Weston & Sampson CMR, Inc.	FY22 Sewer Services Inv#11211638	\$11,365.00
Weston & Sampson CMR, Inc.	FY22 Sewer Services Inv#6221799	\$1,952.09
Weston & Sampson CMR, Inc.	FY22 Sewer Services Inv#5221768	\$2,176.67
Total Required Transfer from Sewer Enterprise Retained Earnings		\$36,644.53

EXPLANATION OF ARTICLE: *A bill from RICOH in the sum of \$140.53 was sent electronically to the wrong email address. The issue was identified by staff on September 13, 2022 after notification from RICOH that there was an outstanding charge. This an FY22 bill. There are four outstanding FY22 bills from Weston & Sampson (\$21,010.24, \$11,365.00, \$1,952.09, and \$2,176.67). The invoices were not paid for various reasons, including: not receiving the invoice, inconsistent outstanding balance reminders, and DPW printing issues. Staff was notified by Weston & Sampson of the outstanding invoices after the ability to encumber FY22 funds had lapsed and is working with the vendor to ensure these issues are avoided in future years. This Article requires a 9/10th vote. Please also refer to the yellow handout.*

ARTICLE 3 - AUTHORIZATION TO AMEND THE PERSONNEL BYLAW AND TO AMEND THE CLASSIFICATION AND COMPENSATION PLAN SO AS TO PROVIDE NON-EXEMPT EMERGENCY FIRE & MEDICAL SERVICE EMPLOYEES A COST -OF-LIVING PAY INCREASE IN FY2023 (2%)

To see if the Town will vote to amend Section 5, Part AA, Classification and Compensation Plan of the Personnel Bylaw to reflect a cost-of-living adjustment to all wage rates by 2% for Non-exempt Emergency Fire and Medical Service Employees effective July 1, 2022; or take any other action relative thereto.

EXPLANATION OF ARTICLE: The FY23 budget was developed using a 2% COLA intended to be applied to all Non-Exempt Emergency Fire and Medical Service Employees but an error was made on this group and the 2% increase was not included in the new grade structure approved at the May Semi-Annual Town Meeting for these employees. A handout has been provided in the town meeting packet showing the updated Classification and Compensation Plan. Please also refer to the pink handout.

ARTICLE 4 - AUTHORIZATION TO MODIFY FISCAL YEAR 2023 APPROPRIATIONS AND OTHER NECESSARY ADJUSTMENTS TO THE FISCAL YEAR 2023 BUDGET

To see if the Town will vote to raise and appropriate and/or transfer from available funds or from any unexpended balances of Fiscal Year 2023 appropriations hitherto made, to Fiscal Year 2023 appropriation accounts; or take any other action relative thereto.

Account #	Description	Amount Required
01-155-5200-5200	Computer Purchased Services	\$5,681.00
01-210-5200-5200	Police Purchased Services	\$7,120.00
01-210-5200-5400	Police Supplies	\$4,800.00
01-220-5100-5100	Fire Salaries & Wages	\$53,855.00
01-220-5200-5200	Fire Purchased Services	\$21,686.00
01-244-5200-5200	Sealer of Weights Purchased Services	\$2,011.00
01-420-5200-5200	DPW - Purchased Services	\$9,999.00
01-420-5200-5247	Parks - Goodale Park Maintenance	\$24,000.00
01-610-5100-5100	Library Salaries and Wages	\$9,000.00

EXPLANATION OF ARTICLE: This is the annual authorization to raise and appropriate funds or transfer money within FY23 accounts to cover deficiencies in some accounts with the excess balances in others. The planned motion under this Article is to raise and appropriate \$138,152.00. The Town Administrator, Police Department, Fire Department, Department of Public Works, Library, and Parks Commission will be available to answer questions about specific requests at Town Meeting. Please also refer to the orange handout.

**ARTICLE 5 – AUTHORIZATION TO APPROPRIATE FUNDS FROM THE COMMONWEALTH
TRANSPORTATION INFRASTRUCTURE FUND**

To see if the Town will vote to appropriate the sum of Eight Hundred Fifty-Six Dollars and Twenty Cents (\$856.20), said amount being the funds received from the Commonwealth Transportation Infrastructure Fund, to be used for transportation-related projects by the Department of Public Works; or take any other action relative thereto.

EXPLANATION OF ARTICLE: *Cities and towns receive funds from the Commonwealth through a state assessment on transportation network companies, such as Uber and Lyft. Each transportation network company has submitted to the TNC Division the number of rides that originated within each city or town and a per-ride assessment of \$0.20, which has been credited to a Transportation Infrastructure Enhancement Fund. One-half of the amount received from the Transportation Infrastructure Enhancement Fund is distributed proportionately to each city and town.*

The funds must be used to address the impact of transportation network services on municipal roads, bridges and other transportation infrastructure or any other public purpose substantially related to the operation of transportation network services in the city or town including, but not limited to, the Complete Streets Program and other programs that support alternative modes of transportation. Historically, West Boylston has purchased signage with these funds.

ARTICLE 6 – VOTE TO APPROPRIATE FUNDS FOR CAPITAL IMPROVEMENT PURCHASES

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to purchase and equip capital items, including all costs incidental or related thereto, and, as needed, to authorize purchase agreements as needed with each appropriation being treated as a separate item; or take any other action relative thereto.

	Project	Total Appropriation	Source of Appropriation	
A	DPW Replacement of Truck 2	\$250,000	Capital Fund	Investment Fund
B	Prescott Street Bridge Replacement Design/Permitting/ Bid Documents	\$150,000	Capital Fund	Investment Fund
C	DPW Director Vehicle	\$42,000	Capital Fund	Investment Fund
D	Fire Replace Car 1 Command Vehicle	\$67,500	Capital Fund	Investment Fund
E	Fire Replace Car 2 2008 Ford F250 Pickup	\$74,586	Capital Fund	Investment Fund

EXPLANATION OF ARTICLE: *The current balance in the Capital Investment Fund is \$1,209,231.00. If each of these requests are approved at Town Meeting, the total under this Article will be \$584,086.00. Questions about a specific expenditure can be directed to the DPW Director, Fire Chief, or Town Administrator. This Article requires a 2/3rds vote.*

ARTICLE 7 – AUTHORIZATION TO PURCHASE A REPLACEMENT AMBULANCE

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to purchase and equip a new Ambulance, or take any other action relative thereto.

EXPLANATION OF ARTICLE: Ambulance 1 is a 2013 International medium duty truck with an AEV ambulance body mounted to the frame. Replacement of this vehicle is currently slated for FY24. However, due to supply chain shortages, it is estimated it could take from 16 to 24 months for a replacement. The current vehicle has required significant repairs to the suspension, engine, and electrical systems. The planned motion under this Article is to transfer \$395,000.00 from ambulance receipts reserved to purchase and equip a new ambulance. The ambulance receipts reserved account currently has an available balance of \$714,668.00.

ARTICLE 8 – AUTHORIZATION TO APPROPRIATE FUNDS TO THE OPEB TRUST FUND

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to the Other Post Employment Benefits Trust Fund; or take any other action relative thereto.

EXPLANATION OF ARTICLE: As of December 2021, West Boylston’s OPEB liability (including MLP) is \$33,048,000 and is 3.5% funded. The current fund balance is \$400,741.30 (as of 8.31.22). In 2018, the Select Board adopted an OPEB Liability Policy. In accordance with this policy, this Article will transfer \$75,000 from Free Cash to work towards fully funding the Town’s obligation over time.

At the May Town Meeting, it will be the Town Administrator’s plan to propose an additional transfer from Free Cash to OPEB (minimum of \$25,000 and maximum of \$75,000).

ARTICLE 9 – VOTE TO APPROPRIATE FUNDS FOR COMMUNITY PRESERVATION FUND PROJECTS AS RECOMMENDED BY THE COMMUNITY PRESERVATION COMMITTEE

To see if the Town will vote that the following amount shall be appropriated from Community Preservation Fund Revenues, or transferred from prior year reserves for Community Preservation purposes:

	Project	Total Appropriation	Source of Appropriation
	Appropriations:		
A	To Fund for Affordable Housing Purposes: A grant to pay for community housing needs. Submitted by the West Boylston Affordable Housing Trust to be expended under the direction of the Town Administrator.	\$25,000	\$25,000 from the fund balance designated for affordable housing.

EXPLANATION OF ARTICLE: This Article is the annual request from the Affordable Housing Task Force to be used to fund their affordable housing projects efforts.

ARTICLE 10 – AUTHORIZATION TO APPROPRIATE FUNDS TO REDUCE THE FY23 TAX RATE

To see if the Town will vote to transfer a sum of money, not to exceed the fund balance of the Tax Levy Stabilization Fund, to reduce or stabilize the Fiscal Year 2023 Tax Rate; or take any other action relative thereto.

EXPLANATION OF ARTICLE: *The Tax Levy Stabilization Fund is funded by deposits from recreational marijuana sales tax revenues. These funds are then used to reduce or offset the tax rate. The planned motion under this Article is to transfer \$192,192.00. This Article requires a 2/3rds vote. Please also refer to the lime green handout.*

ARTICLE 11 – AUTHORIZATION TO TRANSFER FUNDS TO THE CAPITAL INVESTMENT FUND

To see if the Town will vote to transfer a sum of money to the Capital Investment Fund; or take any other action relative thereto.

EXPLANATION OF ARTICLE: *This Article will replenish the Capital Investment Fund. The motion under this Article will fluctuate based on the outcome of Article 6. The planned motion under this Article is to transfer a minimum of \$500,000 from Free Cash.*

ARTICLE 12 – AUTHORIZATION TO TRANSFER FUNDS TO THE STABILIZATION FUND

To see if the Town will vote to transfer a sum of money to the Stabilization Fund; or take any other action relative thereto.

EXPLANATION OF ARTICLE: *The current balance in the Stabilization Fund is \$1,670,286.89. The planned motion under this Article is to transfer \$200,000 from Free Cash which would bring the new balance to \$1,870,286.89. The Government Finance Officers Association recommends a community maintain an overall reserve balance of between 5 and 15% of the total operating budget. West Boylston’s Financial Reserves Policy, adopted in 2018, states the Town will endeavor to maintain a minimum balance of 5% of the current operating budget in its general stabilization fund.*

Withdrawals from general stabilization should only be used to mitigate emergencies or other unanticipated events that cannot be supported by current general fund appropriations. A two-thirds vote at Town Meeting is required to draw upon the Stabilization Fund. This Article requires a 2/3rds vote.

ARTICLE 13 – AUTHORIZATION TO ACCEPT THE PROVISIONS OF MASSACHUSETTS GENERAL LAWS, CHAPTER 40, SECTION 22G

To see if the Town will vote to accept provisions of the General Laws Chapter 40, Section 22G regarding allocating all funds received from fines assessed for violations of handicap parking tickets; or take any action related thereto.

EXPLANATION OF ARTICLE: *By accepting this Section of the General Laws, all funds received from fines assessed for violations of handicap parking in West Boylston will be allocated to the Commission on Disability. These funds will be deposited in a separate account and shall be used solely for the benefit of persons with disabilities. Expenditures from the account shall be made upon the recommendation of the Commission on Disability with the approval of the Select Board.*